



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF MANAGEMENT AUDITOR

\$5,079 - \$6,434

SPECIAL INVESTIGATIVE UNIT COMPLIANCE REVIEW PROGRAM FRAUD DIVISION – SACRAMENTO

RESPONSIBILITIES: Under the direction of the Senior Management Auditor, Enforcement Branch, the incumbent will develop, maintain, and oversee the operations of the Special Investigative Unit (SIU) Compliance Review Program, and provide direct supervision to the program's auditors and an analyst. Responsible for overseeing and developing review programs; hiring, developing, and evaluating staff; assigning and reviewing work; achieving efficiency and effectiveness; recommending program improvements; and communicating effectively with all levels of departmental management. Act as a spokesperson for Senior Management Auditor, SSM III, or Deputy Commissioner to address departmental managers on audit issues. This is a working level supervisory position. Up to 25% travel may be required. ***Background check and fingerprinting required. Free Parking.***

DESIRABLE QUALIFICATIONS:

- Knowledge of principles and practices of organizational management, auditing, and accounting
- Ability to motivate, plan, organize, and direct the work of a small group of auditors and an analyst
- Ability to learn and apply general and specialized accounting and management auditing principles and standards as used in State Government
- Ability to conduct financial and management duties; plan, organize, and direct SIU compliance reviews of insurance companies; communicate effectively; analyze data, develop and issue reports, and implement appropriate action
- Knowledge of principles and techniques of personnel management and supervision; risk analysis; sampling methodologies; methods of auditing through electronic data processing systems
- Excellent oral and written communications; ability to foster excellent teamwork and outstanding customer service; ability to use sound judgment and maintain an Audit Manager presence; exercise initiative and completed staff work
- Ability to provide accurate, clear, concise, and timely advice and direction
- Personal computer skills, including Microsoft Word and Excel
- Ability to work under pressure and perform multiple tasks with accuracy, precision, and neatness
- Understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Management Auditor level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application, resume, and cover letter to Laura Gonzalez, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STAFF MANAGEMENT AUDITOR, PSN # 413-176-4160-SIU" ON THE STATE APPLICATION.** For additional information, please call (916) 492-3308 or email Laura.Gonzalez@insurance.ca.gov.

FINAL FILING DATE: 11/16/2012 (Post marked)

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from

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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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the eligibility list.

If you are applying for more than one recruitment, a separate state application (std 678) is required for each recruitment for which you would like to be considered.

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